

WELCOME ABOARD!
NEW EMPLOYEE ORIENTATION
CHECK LIST for EMPLOYEES

When you first meet with your supervisor or manager as begin your new job, they will want to discuss many important issues with you. They will also want to introduce you to your coworkers and acquaint you with your surroundings. Here is a checklist or tasks your and your supervisor may be discussing which will help you become more comfortable in your new position.

- _____ Are all the forms such as tax forms, emergency contact information, identification badge requests, etc. completed?
- _____ Have you toured your work area and building?
- _____ Have you been introduced to coworkers and administrative officials?
- _____ Do you know about parking facilities, break/lunch rooms, and other related areas?
- _____ Are you familiar with emergency procedures and inclement weather policies?
- _____ Do you know how to complete your time sheet? How to request leave? When you will be paid? Judiciary holidays?
- _____ Do you know what your probationary period is?
- _____ Have you discussed your work hours and break times? Personal use of the telephone or cell phones?
- _____ Do you know what is considered appropriate dress?
- _____ Have you discussed the importance of ethics and confidentiality in the Judiciary?
- _____ Are you aware of the Judiciary's position concerning EEO issues including the Americans with Disabilities Act, Sexual Harassment and diversity issues?
- _____ Have you discussed your benefits? Do you have any additional questions to ask your manager or supervisor?

To help you better understand many of the above topics your supervisor will be discussing with you, we suggest you view the New Employee Orientation web page.

There are numerous tools such as videos you will find helpful.